

Agency Dysphagia Monitoring and Documentation Review Instructions

Dysphagia Monitoring Form

1. Insert the name of the resident being monitored, location and provider, staff member working with resident and the date and time of the monitor.
2. Place a check in the situation (breakfast, lunch, med pass, changing etc...) being monitored.
3. Answer Yes, No, or N/A to questions 1-22.
4. If the answer is "No" to any of the questions; the monitor must correct the individual on the spot and answer "Yes" to questions 23-25 (as applicable).
5. If training was needed, the training section should be filled out by the monitor stating the area and question # that was trained.
6. Specific actions taken to address identified issues should be listed in appropriate section
7. Observed staff member and monitor must both sign the form verifying that training occurred regarding the observed deficit.
8. Keep forms on site

Documentation Review Form

1. Insert the name of the resident being reviewed, the dysphagia plan date, and documents reviewed.
2. Documents reviewed should include the Nursing Flow Chart, Med Sheet, Dietary Notes, Consult Notes and other document that provides pertinent medical information.
3. If the answer is "NO" to questions 1-5, a plan should be in place that addresses the issue.
4. Keep forms on site

*****Monitors and Reviews are completed by members of the IDT that have completed Indiana Outreach's Comprehensive Dysphagia and Nutritional Management Training Class and follow the provided level-based dysphagia monitoring schedule**